

ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
Public Instruction



School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 99-070

DATE: April 28, 1999

TO: Superintendents, Head Teachers, Business Managers and District and Charter Schools Attendance Officials

FROM: Lyle Friesen,
Director of School Finance

SUBJECT: ADM ATTENDANCE REPORTING

At this time every year we ask all school districts to submit their order for supplies they will need for recording and reporting their membership and attendance for the upcoming school year. This year we would also like to encourage all of you to send this data to us electronically if you are not already doing so.

As statute (A.R.S. 15-902) and session law (Laws 1998, 5th S.S., Ch. 1, § 54) currently read, all reporting of membership and absence days must be in electronic form, beginning FY 2000-2001. In addition to meeting the provisions of this legislation, reporting electronically also helps us process your data faster. Those of you who have computerized attendance accounting systems can send us data electronically using the file formats published each summer by our MIS Unit. This helps us, provided you comply with specified formats. For those of you who can't do this or who don't have computerized systems, we suggest you use our DelRep program.

DelRep has been designed to replace bubble sheets and other manual forms of reporting data. DelRep is designed for reporting only. Districts still need to order Register Books and Attendance Cards unless your district has them on a computerized system. This year DelRep includes the following systems for electronic reporting:

- Membership/Absence Report (ADM)
- Year End Enrollment
- October Enrollment
- Special Education Census
- Graduation Rate Study and USDE Completer Survey
- Bus Inventory
- School District Employee Report (SDER)
- Limited English Proficient (LEP)
- Transportation Route Report

Training will be available at prescribed dates and times.

In order for your computer system to be compatible with DelRep, the following are the minimum requirements

Operating System

- Windows 95, Windows 98, **or** Windows NT4.0 or later. Note that DelRep this year is being furnished using Access 97, so that computers running Windows 3.1 or Windows for Workgroups would not be able to use it.

Processor:

- Minimum of 486 processor, Pentium processor **strongly** recommended

Memory:

- 16 megabytes RAM **minimum**
- 32 Megabytes RAM **strongly** recommended

Disk Drive:

- One 3.5-inch high-density drive

The School Finance Web page is located at <http://www.ade.state.az.us/schoolfinance>. There are links on this page to a News and Information page and an SAIS Support page. The News and Information page contains the calendar for reporting and a list of contact people in School Finance. The SAIS Support page contains the Delrep program available for downloading and the Instructions for Required Reports. The information on the School Finance web pages will be updated for the upcoming year by May 11. The file formats for submitting data in electronic format are published by our MIS unit at <http://www.ade.state.az.us/services/mis>.

For assistance in using or installing Delrep, please contact your Regional Training Center staff. If you have a question concerning a particular data submission with Delrep, please contact Maggie Singler at (602) 542-8243 or Marcie Celaya at (602) 542-8797 in the School Finance Unit.

Regional Training Center

Flagstaff
San Simon
Tempe
Tucson
Yuma

Help Desk Telephone

(520) 523-8516
(520) 845-2275
(480) 965-3322
(520) 617-6991
(520) 343-0800

DELREP AND ATTENDANCE ACCOUNTING ORDER FORM

(LABEL)

Contact Person

Phone Number

Please check or note the appropriate boxes below and mail no later than **May 16, 1999** to:

**Arizona Department of Education
School Finance Unit Bin 13
1535 West Jefferson
Phoenix, AZ 85007**

Fax to: **(602) 542-3099**

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Our district would like the new version of DelRep

We are also enclosing a form for use by your staff to request Delrep. Note:
Even though you are reporting your Membership/Absence on DelRep your district
may **still** need to order Register Books and Attendance Cards

For those districts that still find it impossible to report to us electronically this year, please check your supply of the attendance materials listed below and determine your need for the next school year. Make sure the bubble sheets you have are brown and have a revision date of 6/91 or 7/96. When ordering ADM bubble sheets, order enough to cover both reporting periods.

Make a copy for your records indicating the number of Register Books and/or forms you will need to meet your 1999-00 ADM reporting needs. If you have any questions you can call us at 542-5695.

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No supplies needed this school year

Quantity needed:

**Arizona Public School Registers Books (ADE 41-006)
High School Attendance Cards (ADE 40-111)
High School Monthly Attendance Cards (ADE 40-112)
Membership/Absence Report (ADE 41-006B) Bubble Sheets**

**YOUR ORDERS WILL BE MAILED TO YOUR COUNTY SCHOOL OFFICE
DURING JULY/AUGUST. (EXCEPT MARICOPA AND PIMA COUNTIES)**